



**Department of Energy**  
Washington, DC 20585

April 1, 2015

Thank you for your firm's interest in the Department of Energy's (DOE's) Qualified List of Energy Service Companies. Firms on the qualified list may perform energy savings performance contracting (ESPC) in accordance with the Energy Policy Act of 1992 and 10 CFR 436. To be considered for DOE's qualified list, all first time applicants must complete and submit the following materials:

1. Statement of Qualifications (Standard Form 129 and attached Supplemental Questionnaire);
2. Two client questionnaires with original signatures from project clients.

For your application to be considered for evaluation, the Standard Form 129 with supplemental questions 10A through 10E must be completed in their entirety. All questions in the supplemental questionnaire must be completed with special attention paid to two project descriptions that each demonstrate design and installation experience in ESPC's or energy conservation measures (Question 10B(a)), personnel qualifications that should be in the form of resumes (Question 10D(a)), and trades which your organization utilizes on a regular basis should be demonstrated with your personnel qualifications (Question 10D(b)).

Included with this application are two client questionnaires which need to be completed and signed with original client signatures and must be included as part of your application. These questionnaires should correspond with the two project descriptions which are identified in your statement of qualifications (Question 10B(a)).

Responses of "not applicable" to Questions 10E(b) and (c) will be considered incomplete, and may delay your qualification review process. Only "Yes" or "No" answers can be accepted.

If you include data in your application that you do not want disclosed to the public for any purpose or used by the government except for evaluation purposes, please provide the following:

1. Prepare a title page marked with the following legend:

"This application includes data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this application. If, however, this firm is selected for placement on the Qualified List as a result of—or in connection with—the submission of this data, the government shall have the right to duplicate or use the data. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [Insert numbers or other identification sheets];" and

2. Mark each sheet of your data you wish to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application.”

DOE reserves the right to determine the confidential status of the information and to treat it accordingly under 10 CFR 1004.11.

A summary of the qualification review process is attached.

Please submit an original and one copy of your firm's application to the following:

Schuyler Schell  
Project Services Supervisor  
U.S. Department of Energy  
Federal Energy Management Program, EE-5S  
1000 Independence Avenue, SW  
Washington, DC 20585-0121  
ATTN: QL

Please note, that your firm may submit an application any time during the year. If you have any questions, please call Douglas Eisemann at 703-653-5425.

Sincerely,

A handwritten signature in black ink, appearing to read "Schuyler Schell", written in a cursive style.

Schuyler Schell  
Project Services Supervisor  
Energy Savings Performance Contracts  
Federal Energy Management Program, EE-5S  
Energy Efficiency and Renewable Energy

## **Qualification Review Process**

A Qualification Review Board (QRB) evaluates applications for the DOE's Qualified List of Energy Service Companies. On the basis of statements of qualifications received and any other relevant information, the QRB selects firms for inclusion on the Qualified List if:

1. The firm has provided energy savings performance contract services or services that saved energy or reduced utility costs for not less than two clients, and the firm possesses the appropriate project experience to successfully implement the technologies which it proposed to provide;
2. Previous projects clients provide ratings which are "fair" or better;
3. The firm or any principal of the firm has neither been insolvent nor declared bankruptcy within the last five years;
4. The firm or any principal of the firm is not on the list of parties excluded from procurement programs (in other words, has not been debarred by the Federal Government) under 48 CFR part 9, subpart 9.4; and
5. There is no adverse information which warrants the conclusion that the firm is not qualified to perform energy savings performance contracting.

Please allow at least three months for the evaluation process to be completed.